

**DRAFT MINUTES OF THE  
CONNECTICUT AIRPORT AUTHORITY  
BOARD MEETING  
MONDAY, MAY 15, 2019, 1:00 P.M.  
BRADLEY INTERNATIONAL AIRPORT – ADMINISTRATION CONFERENCE ROOM  
WINDSOR LOCKS, CONNECTICUT**

**MEMBERS PRESENT:**

Tony Sheridan, Chair  
 Michael T. Long, Vice Chair  
 Robert J. Aaronson  
 J. Scott Guilmartin  
 Mary Ellen S. Jones  
 Commissioner Joseph Giulietti  
 Brett C. Browchuk  
 Karen M. Jarmoc (via conference call at 1:05 PM)  
 Matthew J. Kelly (via conference call)  
 Beatriz Gutierrez (Comr. Lehman’s Designee, via conference call)  
 Peter B. McAlpine (Treas. Wooden’s Designee, via conference call)

**STAFF PRESENT:**

Kevin A. Dillon, A.A.E.  
 Sharon Traficante  
 Michael Shea  
 Paul Pernerewski  
 Ben Parish  
 Bob Bruno  
 Barry Pallanck  
 James Campbell  
 Alex Peterson

**1. Call to Order:**

**(a) Welcome Remarks (Tony Sheridan)**

Chair Sheridan called the meeting of the Connecticut Airport Authority Board of Directors to order at 1:01 PM and noted a quorum.

Chair Sheridan described an item that he would like to add to the meeting agenda for discussion in executive session. Ms. Jones made a motion (Seconded: Mr. Long) to add a discussion item in executive session regarding the Waterbury-Oxford Airport runway project and potential claims that may result from the project. **Voice vote – motion passed unanimously.**

**2. Approval of Minutes:**

**(a) April 15, 2019 Board Meeting.**

Mr. Kelly made a motion (Seconded: Ms. Gutierrez) to approve the minutes from the April 15, 2019 Board meeting. **Voice vote – motion passed unanimously.**

**3. Executive Director’s Report:**

**PASSENGER NUMBERS**

<b><u>Airport</u></b>	<b><u>February 2019</u></b>	<b><u>February 2018</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	580,840	548,528	+ 5.9
MHT	143,041	150,733	-5.1
BOS	3,457,362	3,197,326	+ 8.1

<b><u>Airport</u></b>	<b><u>Jan-Feb 2019</u></b>	<b><u>Jan-Feb 2018</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	1,523,885	1,482,806	+ 2.8
MHT	376,523	410,308	-8.2
BOS	8,884,122	8,378,794	+ 6.0

## **CARGO NUMBERS (LBS)**

<b><u>Airport</u></b>	<b><u>March 2019</u></b>	<b><u>March 2018</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	28,096,861	22,456,515	+ 25.1
MHT	15,097,903	15,542,706	-2.9
BOS	58,828,567	58,418,257	+ 0.7

<b><u>Airport</u></b>	<b><u>Jan-Mar 2019</u></b>	<b><u>Jan-Mar 2018</u></b>	<b><u>% Increase/Decrease</u></b>
Bradley	82,401,615	63,021,106	+ 30.8
MHT	44,022,803	43,071,121	+ 2.2
BOS	164,975,053	164,362,760	+ 0.4

Mr. Dillon reported on passenger and cargo numbers, an upcoming route development conference, business community surveying efforts for Bradley International Airport and Groton-New London Airport, an upcoming meeting with Aer Lingus CEO Sean Doyle, Customer Appreciation Day activities at Bradley International Airport, and updates on the potential name change study. Mr. Dillon provided updates on the roadway project, a recent meeting with the Laborers' regarding potential project labor agreements on CAA projects, renovations to the Black Bear restaurant at Bradley, taxiway reconstruction work and associated operational impacts at Bradley, an upcoming NBC30 story on wildlife control at Bradley, an update on the legislation session, and historical aircraft that were on display at Waterbury-Oxford Airport.

#### **4. Committee Reports:**

##### **(a) Finance and Operations Committee (Brett Browchuk)**

Mr. Browchuk reported that the committee recently met and acted upon the items that the Board would consider later in the meeting.

##### **(b) Economic Development Committee (Scott Guilmartin)**

Mr. Dillon briefed the Board on the progress of the term sheets that the Board approved at its last meeting, updates on a recent RFP for concessions at Bradley, a recent AAAE land development conference, and the initiative to establish a Customs and Border Protection office at Waterbury-Oxford Airport.

#### **5. Discussion Items:**

##### **(a) Discussion of Board Meeting Schedule.**

The Board discussed the 2019 Board meeting schedule, indicating that the new structure had been working well thus far. Discussion ensued regarding a future meeting being held at Waterbury-Oxford Airport.

##### **(b) Discussion of Organizational Marketing Plan.**

Mr. Dillon reported on the extensive marketing plan that the CAA has at Bradley International Airport, with different components geared towards airlines, the flying public, and the development community. Mr. Dillon discussed marketing for the GA airports, with an emphasis on RFPs. Discussion ensued regarding budgetary challenges associated with marketing the GA airports, efforts to re-establish commercial service at Groton-New London Airport, and intermodal connectivity at Bradley Airport.

## 6. Finance and Operations Committee:

### Consent Items:

#### **(a) Consideration of and Action Upon Approval of Fiscal Year 2020 Operating and Capital Budgets – Bradley International Airport.**

Mr. Dillon reported that staff has met with the airlines and stressed the intent to create a budget that is responsive to their needs while keeping expenses in check. Mr. Shea provided an overview of major line items and budget drivers, including passenger counts, landed weight, landing fees, cargo growth, high state-driven fringe rates, debt service coverage, the cost per enplanement, the employee roster, and other airline rates and charges. Mr. Bruno provided an overview of the projects listed in the FY20 capital program, including design work for an in-line baggage detection screening system. Discussion ensued regarding concessions revenues and other payroll line items.

#### **(b) Consideration of and Action Upon Approval of Fiscal Year 2020 Operating and Capital Budgets – General Aviation Airports.**

Mr. Shea provided an overview of major line items and budget drivers, including decreasing operating expenses and revised projections for aviation fuel tax revenues. Mr. Bruno provided an overview of the major projects across the CAA's GA system in the FY20 capital program.

Mr. Browchuk made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-17. **Voice vote – motion passed unanimously.**

Ms. Jones made a motion (Seconded: Comr. Giulietti) to approve CAA Resolution 2019-18. **Voice vote – motion passed unanimously.**

#### **(c) Consideration of and Action Upon Granting the CAA Executive Director the Authority to Reallocate FY 19 Bradley Budget Dollars Between Reporting Line Items.**

Mr. Shea reported on the need to receive Board approval for any nonbudgeted Bradley expenditures over \$5,000 in FY19, explaining that, while the total budget was projected to finish the fiscal year well under-budget, slight overages in specific line items may need to be covered by savings in other lines. Mr. Shea provided an overview of the applicable line items. Discussion ensued regarding the burden of the \$5,000 nonbudgeted expenditure approval requirement, as well as DAS position approval processes.

#### **(d) Consideration of and Action Upon Granting the CAA Executive Director the Authority to Reallocate FY 19 GA Airports Budget Dollars Between Reporting Line Items.**

Mr. Shea reported on the need to receive Board approval for any nonbudgeted GA expenditures over \$5,000 in FY19, explaining that, while the total budget was projected to finish the fiscal year well under-budget, slight overages in specific line items may need to be covered by savings in other lines. Mr. Shea provided an overview of the applicable line items.

Mr. Guilmartin made a motion (Seconded: Mr. Aaronson) to approve CAA Resolution 2019-19. **Voice vote – motion passed unanimously.**

Ms. Jones made a motion (Seconded: Mr. Guilmartin) to approve CAA Resolution 2019-20. **Voice vote – motion passed unanimously.**

7. **Executive Session:**

Mr. Aaronson made a motion (Seconded: Mr. Browchuk) to go into Executive Session at 2:19 PM for the purpose of discussing the items listed below. **Voice vote – motion passed unanimously.** Mr. Dillon asked Mr. Shea, Ms. Traficante, Mr. Pernerewski, and Mr. Peterson to remain.

- (a) **Discussion of Potential Acquisition of Other Airports (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).**
- (b) **Discussion of Air Service Development (Negotiating Strategy Regarding Potential Acquisition or Lease of Property).**
- (c) **Discussion of Waterbury-Oxford Airport Runway Project (Potential Claims or Litigation).**

The Board of Directors came out of Executive Session at 2:38 PM.

8. **Next Board Meeting:**

- (a) **Discussion of Agenda Topics.**

There was no discussion of this item.

9. **Adjournment:**

Mr. Long made a motion (Seconded: Mr. Aaronson) to adjourn the Board meeting at 2:39 PM. **Voice vote – motion passed unanimously.**

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